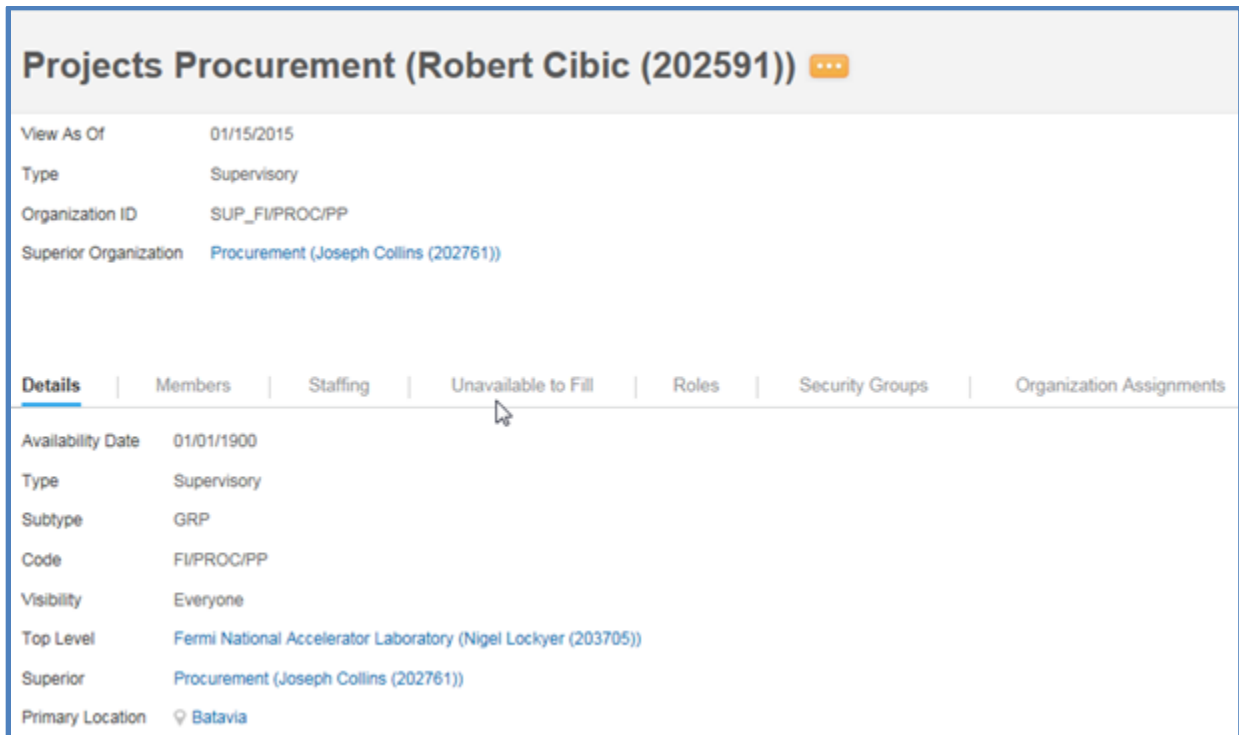


FermiWorks

Close Open Position

03.15.15

1. Enter the Supervisory Organization in the Search box.
2. Select the **Supervisory Organization** from the Search Results.
3. Click **Unavailable to Fill**.



Projects Procurement (Robert Cibic (202591)) ...

View As Of: 01/15/2015
 Type: Supervisory
 Organization ID: SUP_FI/PROC/PP
 Superior Organization: Procurement (Joseph Collins (202761))

Details | Members | Staffing | **Unavailable to Fill** | Roles | Security Groups | Organization Assignments

Availability Date: 01/01/1900
 Type: Supervisory
 Subtype: GRP
 Code: FI/PROC/PP
 Visibility: Everyone
 Top Level: Fermi National Accelerator Laboratory (Nigel Lockyer (203705))
 Superior: Procurement (Joseph Collins (202761))
 Primary Location: Batavia

4. Click **Related Actions > Position Restrictions > Close Position**.



Details | **Members** | **Staffing** | **Unavailable to Fill** | Roles | Security Groups | Organization Assignments

Unavailable to Fill | **Available Actions** | **Position Restrictions** | **Procurement Administrator Sr.**

Unavailable 2 if
Position Restr
 Procurement Administrator Sr (Unfilled) ...

Position Restrictions
 Compensation
 Favorite
 Job Application
 Job Change
 Organization

View
 View As Of
Close Position
 Manage Position Freeze

FermiWorks

Close Open Position

03.15.15

5. Select the Close Reason.

REASON	DEFINITION
Close Position or Headcount > Close Position > Budget Cut	Position closed due to budget restrictions.
Close Position or Headcount > Close Position > Conversion	Do not use.
Close Position or Headcount > Close Position > No Longer Needed	Position no longer required in the organization.
Close Position or Headcount > Close Position > Organization Restructure	Position no longer part of the organization.

6. Enter the **Close Date** of the position.

Close Position Procurement Administrator Sr. (Unfilled) ...

Organization: Projects Procurement (Robert Cibic (202591))
Close Reason: ✕ Close Position or Headcount > Cl ⌵
Close Date: ★ 01/15/2015 📅
Last Updated: 03/05/2007
Job Posting Title: Procurement Administrator Sr.

Additional Information

Available For Hire ☐
Hiring Freeze ☐

Hiring Restrictions History

Job Profile: 021700 - Procurement Administrator Sr.
Location: Batavia
Availability Date: 03/05/2007
Earliest Hire Date: 07/01/2014
Time Type: Full time
Worker Type: Employee
Worker Sub-Type: Regular

Enter a Comment.

Click **Submit**.